

LICENSEE HANDBOOK

AIRPORT LOUNGE



UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

P.O. Box 30408

Salt Lake City, UT 84130-0408

Telephone: 801-977-6800 Fax: 801-977-6889

Website: www.abc.utah.gov

TO ALL LICENSEES

As a licensee of the Utah Department of Alcoholic Beverage Control, you are required to be aware of the responsibilities, procedures, and potential liabilities regarding the sale and service of alcoholic beverages.

This handbook has been prepared to help you with the lawful handling of alcoholic beverages. Please review this information and keep the handbook available for reference. This version of the handbook is issued December 2019. Previously issued handbooks should be discarded as they may contain outdated information.

Our website (www.abc.utah.gov) has information about the liquor laws and rules with direct links to the complete code and administrative rules, as well as information about stores and agencies, products and prices, server training, and other interesting links. The website is regularly updated. Please review the website for information and services as they are developed.

It is our responsibility and desire to be of service and assistance. If you have questions after consulting the handbook, please call 977-6800, write or e-mail (hotline@utah.gov) the compliance division of this department.

AIRPORT LOUNGE LICENSE



Allows the storage, sale, service, and consumption of alcoholic beverages on the premises of the airport lounge

Airport lounge licenses run from November 1st to October 31st. All license renewals are due by September 30th every year. License fees are not prorated, so full fees will be due even if a new license was issued at any time during the previous year.

Be prepared to renew licenses beginning September 1st through September 30th annually.

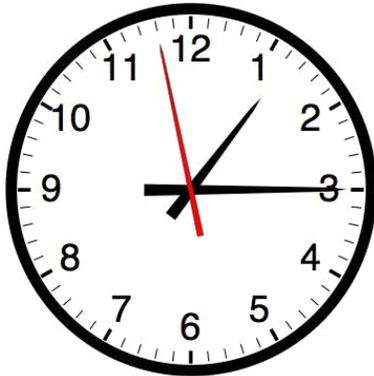
AIRPORT LOUNGE LICENSES are businesses where alcoholic beverages may be sold and consumed at an international airport with a United States Customs office. Airport lounge licensees must be located beyond the security point at the airport. They may not lease out their premises for any private events.



There is a limit of 13 airport lounges available at the Salt Lake City international airport.



SALES AND CONSUMPTION HOURS



All alcohol may be sold on any day from 8:00 a.m. until Midnight. No outside alcohol may be brought into the airport lounge premises or removed from the premises.

DISPLAY SIGNS

An airport lounge licensee must display:

1. A Warning Sign - the template may be downloaded from the DABC website.



The warning sign contains two messages, each of which must be in a different font. It may be used as-is or custom made, but the size of the sign and the size of the fonts may not be any smaller than the template. The color of the print does not have to be red, and the sign does not have to be white, but it has to be easily readable and **posted in a prominent place** (obviously, not behind the pickle jar or in the office) in the licensed premises.

2. Post the DABC license and the city licenses in a prominent place as well.
3. A sign that informs the public that alcohol is sold and consumed on the premises.



PURCHASE OF ALCOHOL

Spirits, wine, flavored malt beverages, and heavy beer must be purchased at the Utah state liquor stores or package agencies. Purchasing alcohol from outside of the state of Utah is unlawful.

Procedures for ordering alcohol are as follows:

- The licensee must call, fax or order online in advance of pickup to allow department personnel sufficient time to assemble the order. Include your business name, DABC license number, and list the products by code number.
- *Please Note; licensees may not pick merchandise directly off the shelves of a state store or package agency to fill their order.*



ALLOW AT LEAST 4 HOURS for department personnel to assemble the order for pick-up.



When the order is complete, the licensee will be notified by phone and given the total cost of the order. The licensee may pay for the product in cash, company check or credit card, or cashier's check. You will have to examine and sign for the order before it leaves the store to verify that the product has been received.

LIQUOR RETURNS

Spirituos liquor may be returned by the licensee for the original purchase price if:

- The bottle has not been opened;
- The seal remains intact;
- The label remains intact; and
- The licensee produces the original cash register receipt.

NOTE – Returned orders that exceed \$1,000 will require a restocking fee of 10%. All spirituous liquor returned that is based on a single purchase on a single cash register receipt must be returned at the same time.

**A licensee may sign up
for "ACH" ordering
ONLINE!
Contact DABC to get
signed up.**



WINE AND BEER MAY NOT BE RETURNED . . . unless it can be shown that the product was spoiled or otherwise non-consumable.

BEER PURCHASES

Beer must be purchased from beer distributors. Licensees must call and set up an account with the appropriate distributor for their area.

Beer may also be purchased from any licensed Utah small brewer that manufactures beer.

Licensees may not purchase beer from any other retail outlet (i.e. grocery or convenience stores etc.) for resale at the licensed establishment.

Go to the DABC website for a list of distributors in your area.



ALCOHOL RECEIVING AND STORAGE AT THE AIRPORT



Alcohol may only be stored in a designated place approved by DABC on the initial application floorplan. Any changes of the storage area(s) must first be approved by DABC.

All alcohol entering the airport must first be received and screened at the Central Receiving and Distribution Center (CRDC) and then delivered by the CRDC to each airport licensee. A liquor transport licensee (including the CRDC with a liquor transport license) may pick up liquor on behalf of an airport licensee and deliver it to the CRDC's premises.

RECORDKEEPING

An airport lounge is required to keep current, detailed quarterly records for expenses and sales of alcohol.

- Dispensing liquor through an approved dispensing system is required for any licensee selling spirituous liquor.
- Dispensing records must also be kept and matched daily to the sales records of all primary liquor beverages sold.
- Spills, miss-clicks, returned beverages, etc. must all be accounted for on a dispensing record.

Licensees shall maintain records for at least three years. Remember, falsifying records is illegal.



EMPLOYEES

Any employee handling alcoholic beverages must be 21 years of age or older.



- Servers of alcohol must wear a unique identification badge showing the employee's first name, initials, or a number assigned by the employer.
- Employees may not consume or be under the influence of alcoholic beverages while on duty.

TRAINING

SERVER TRAINING:

The Utah Division of Substance Abuse and Mental Health Server training is required for all owners, managers, supervisors, and employees who serve (or manage those who serve) alcohol. They must take and pass an alcohol server training seminar every three years and must complete the training within 30 days of commencing employment. [GO HERE](#) for state approved training programs.

DABC MANAGER TRAINING:

EVERY MANAGER must complete the DABC "Manager Training Program" as a condition of obtaining their DABC license. Any new manager must take the training within 30 days of hire.

- A manager includes owners and employees that act in a supervisory or managerial capacity over the furnishing of an alcoholic product or the employees who serve alcoholic products.
- Trainings will be conducted by the DABC and the fee is \$25 per manager.



EMPLOYEES CAN BE FINED FOR VIOLATIONS.

The commission is authorized to assess an administrative fine against an officer, employee, or agent of a licensee for a violation of the alcoholic beverage laws.

Please be careful off-duty owners or employees who have been drinking must not step back in and perform any on-duty type functions.

MINOR EMPLOYEES

- Minors may be employed, but may not handle, take the order for, dispense, or serve alcoholic beverages.
- Minors who are at least 16 years of age may ring up the sale of alcoholic beverages at a cash register or other point of sale system. But remember, they cannot take the order, check the I.D.'s or serve or handle the beer.

SALE AND SERVICE OF ALCOHOLIC BEVERAGES

LIQUOR SALES



The primary liquor in a mixed drink may be dispensed from any size bottle, but only in quantities not to exceed 1.5 ounces through a department approved calibrated metered dispensing system or device.



The airport lounge must post a list of the types and brands of liquor dispensed through the dispensing system.

Liquor used as a secondary flavoring need not be dispensed through the dispensing system.

Liquor stored and used as flavorings must be clearly labeled "flavoring."

The total amount of spirituous liquor in a beverage (including both the primary liquor and any secondary flavorings) may not exceed 2.5 ounces of spirituous alcohol.

WINE SALES

Wine may be sold and served by the bottle or container in sizes not exceeding 1.5 liters (Magnum) to tables of four or more.

For tables of less than four, the size of the bottle cannot be larger than 750 ml.

Wine may be sold and served by the glass or individual portion in quantities not exceeding 5 ounces.

An individual portion may be served to a patron in

more than one glass (as a flight) as long as the total amount of wine in all of the glasses does not exceed the individual portion size of 5 ounces.



Wine may be poured by the glass from any size bottle or container and need not be dispensed through a dispensing device.

A patron who has purchased bottled wine may serve themselves or others at the table.



BEER

Beer may be sold and served in any size container, not exceeding 2 liters, and on draft. However, a pitcher (larger than one liter and up to two liters) may only be sold to parties of two or more.

Beer may be sold to an individual patron only in a container that does not exceed one liter.

Beer flights may be sold to a patron as long as the total amount of beer does not exceed 16 ounces.



HEAVY BEER & FLAVORED MALT BEVERAGES

May be sold and served in original containers not exceeding one liter

LIMITATION ON TOTAL NUMBER OF DRINKS

- Each airport lounge patron may only have two alcoholic beverages before them at a time.
- Each patron may have two spirituous liquor drinks as long as the second drink is not a shot of the same alcohol as the primary liquor in the first drink - no side cars!

DISCOUNTING PRACTICES PROHIBITED

- Alcoholic beverages may not be sold at a discount at any time.
- Other discounting practices are prohibited that encourage over-consumption of alcohol (i.e. happy hours, two for ones, all you can drink for a set price, free alcohol, or selling at less than cost).
- An airport lounge licensee or employee may not purchase an alcoholic beverage for a patron—so do not “comp” alcoholic beverages for patrons for any reason.



NO BROWN BAGGING

Patrons may not bring in or store alcoholic beverages on the premises of an airport lounge.

CONSUMPTION ON THE PREMISES

An open container primarily used for drinking purposes and containing an alcoholic beverage, may not be removed from the premises

ADVERTISING

An alcoholic beverage menu with prices (including shot prices) is required. The menu may be listed on the food menu or a separate alcoholic beverage menu and may be located on the patron's table or readily available.



Advertising in newspapers, magazines, yellow pages, other print media, radio, television, and billboards may reference the availability of alcoholic beverages.

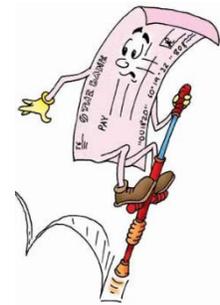
Alcohol advertising by the airport lounge must comply with the guidelines in Rule R82-1-104 which may be viewed on our website at abc.utah.gov.

Alcoholic beverages may be displayed in areas visible to patrons.

WINE LIST.	
CHAMPAGNE	CLARET AND SAUVIGNON.
G. H. Moët's Dry Ice	Chateau Lafite
Reims	Chateau Margaux
1875	Chateau Mouton-Rothschild
1880	Chateau Pichon-Longueville
1885	Chateau Latour
1890	Chateau Haut-Brion
1895	Chateau d'Yquem
1900	Chateau de Floc
1905	Chateau de Sauternes
1910	Chateau de Barsac
1915	Chateau de Floc
1920	Chateau de Barsac
1925	Chateau de Barsac
1930	Chateau de Barsac
1935	Chateau de Barsac
1940	Chateau de Barsac
1945	Chateau de Barsac
1950	Chateau de Barsac
1955	Chateau de Barsac
1960	Chateau de Barsac
1965	Chateau de Barsac
1970	Chateau de Barsac
1975	Chateau de Barsac
1980	Chateau de Barsac
1985	Chateau de Barsac
1990	Chateau de Barsac
1995	Chateau de Barsac
2000	Chateau de Barsac
2005	Chateau de Barsac
2010	Chateau de Barsac
2015	Chateau de Barsac
2020	Chateau de Barsac
2025	Chateau de Barsac
2030	Chateau de Barsac
2035	Chateau de Barsac
2040	Chateau de Barsac
2045	Chateau de Barsac
2050	Chateau de Barsac
2055	Chateau de Barsac
2060	Chateau de Barsac
2065	Chateau de Barsac
2070	Chateau de Barsac
2075	Chateau de Barsac
2080	Chateau de Barsac
2085	Chateau de Barsac
2090	Chateau de Barsac
2095	Chateau de Barsac
2100	Chateau de Barsac
2105	Chateau de Barsac
2110	Chateau de Barsac
2115	Chateau de Barsac
2120	Chateau de Barsac
2125	Chateau de Barsac
2130	Chateau de Barsac
2135	Chateau de Barsac
2140	Chateau de Barsac
2145	Chateau de Barsac
2150	Chateau de Barsac
2155	Chateau de Barsac
2160	Chateau de Barsac
2165	Chateau de Barsac
2170	Chateau de Barsac
2175	Chateau de Barsac
2180	Chateau de Barsac
2185	Chateau de Barsac
2190	Chateau de Barsac
2195	Chateau de Barsac
2200	Chateau de Barsac
2205	Chateau de Barsac
2210	Chateau de Barsac
2215	Chateau de Barsac
2220	Chateau de Barsac
2225	Chateau de Barsac
2230	Chateau de Barsac
2235	Chateau de Barsac
2240	Chateau de Barsac
2245	Chateau de Barsac
2250	Chateau de Barsac
2255	Chateau de Barsac
2260	Chateau de Barsac
2265	Chateau de Barsac
2270	Chateau de Barsac
2275	Chateau de Barsac
2280	Chateau de Barsac
2285	Chateau de Barsac
2290	Chateau de Barsac
2295	Chateau de Barsac
2300	Chateau de Barsac
2305	Chateau de Barsac
2310	Chateau de Barsac
2315	Chateau de Barsac
2320	Chateau de Barsac
2325	Chateau de Barsac
2330	Chateau de Barsac
2335	Chateau de Barsac
2340	Chateau de Barsac
2345	Chateau de Barsac
2350	Chateau de Barsac
2355	Chateau de Barsac
2360	Chateau de Barsac
2365	Chateau de Barsac
2370	Chateau de Barsac
2375	Chateau de Barsac
2380	Chateau de Barsac
2385	Chateau de Barsac
2390	Chateau de Barsac
2395	Chateau de Barsac
2400	Chateau de Barsac
2405	Chateau de Barsac
2410	Chateau de Barsac
2415	Chateau de Barsac
2420	Chateau de Barsac
2425	Chateau de Barsac
2430	Chateau de Barsac
2435	Chateau de Barsac
2440	Chateau de Barsac
2445	Chateau de Barsac
2450	Chateau de Barsac
2455	Chateau de Barsac
2460	Chateau de Barsac
2465	Chateau de Barsac
2470	Chateau de Barsac
2475	Chateau de Barsac
2480	Chateau de Barsac
2485	Chateau de Barsac
2490	Chateau de Barsac
2495	Chateau de Barsac
2500	Chateau de Barsac

BAD CHECKS

The DABC may immediately suspend the license if it receives a bad check as payment for liquor, licensing or bond fees, fines and costs for violations, etc. A fee will also be assessed for bad checks and the licensee will be required to pay the full amount and the fee.



PROHIBITED CONDUCT

- **LEWD ACTS** - attire, and sexually oriented conduct of employees and entertainers that are considered contrary to public welfare and morals are prohibited on the premises.
- **GAMBLING** - NO paying to play a game of chance to win money or a prize. Licensees may not engage in or permit any form of gambling on its premises including contests or gaming schemes that requires risking something of value for a chance of a return - including raffles, bingo, poker, etc.
- **ILLEGAL DRUGS** or drug paraphernalia - A retail licensee may not knowingly allow a person on the licensed premises to sell, distribute, possess, or use a controlled substance; or use, deliver, or possess with the intent to deliver drug paraphernalia.

